

**Charlotte County
Board of County Commissioners
Community Action Agency Advisory Board(CAAAB)
April 25, 2013 Meeting Minutes**

Members Present:

Phillip Wickstrom, Paul Polk, Alleen Miller, Stephen R. Deutsch, Dee Rutko, Paul Froeschle, Kim Gaut, Diane Corriveau, Michael Haymans, Carrie Blackwell-Hussey

Members Excused:

Kathleen Nelson

Members Absent:

Staff Present:

Emily Lewis and Jessica Ralston

1. Welcome and Roll Call

Emily Lewis called meeting to order at 2:04 pm. All present members and staff introduced themselves.

2. Approval of January 2013 and October 2012 Meeting Minutes – *Vote Required*

Mrs. Lewis reviews the CSBG Modification contracts together with the modified work plan. Emily states that we must vote on the recommended changes to the contract and work plan. Mrs. Lewis discusses with the Board the changes and the detailed description on how the salaries are paid through the funding source of the contracts. Michael requests that at a later date we look at how the percentage of staff is paid through the different contracts. Mrs. Lewis informs him that she would bring him in a split sheet, which she states is how our Fiscal department pays the salaries. Emily informs them that a split sheet is a form used by our Fiscal department that reflects all the different percentages of the employees' salaries are paid dependent on what their job description is or what the employee does for a particular program. Mrs. Lewis also states that throughout the year those splits may change due to additional modifications to the contract that may affect the funding of a particular employee.

Mrs. Lewis reviews the CSBG Work Plan with the Board. Emily states that what we are expected to achieve with the funds that have been given to us. Mrs. Lewis goes over in detail what we predict our outcomes will be with the revision. Commission Deutsch asks how we come up with some of the outcomes. Mrs. Lewis states that we utilize what we are currently doing together with what we were at during previous years.

Phil Wickstrom moves to approve the January 2013 and October 2012 minutes with changes and recommendations that the department has made. Commissioner Deutsch seconds motion to approve the minutes. January 2013 and October 2012 minutes are approved. No opposed.

3. Election of Officers – *Vote Required*

Stephen R. Deutsch nominates Michael P. Haymans as chair. Alleen Miller seconds motion for Michael Haymans as chair. Mrs. Lewis asks Mr. Haymans if he accepts the

nomination. Michael Haymans accepts nomination. All in favor with the exception of Diane Corriveau, who opposes.

Michael P. Haymans nominated Diane Corriveau as Vice-Chair. Stephen R. Deutsch seconds motion. Emily Lewis asks Dianne if she accepts. Dianne accepts nomination. All in favor. Motions carries, Diane Corriveau is Vice-Chair

4. 2013-2014 LIHEAP Application and 2012-2013 CSBG Modification- *Vote Required*

Mrs. Lewis informs the board of the Application for LIHEAP and the Modification that was received. She states that the outcomes reflect what we expect to achieve and then if there is any weather related funds that have not been spent, we can move those around based on the necessity of the community when the contract allows.

Mrs. Lewis reviews the CSBG Work Plan with the Board. Emily states that what we are expected to achieve with the funds that have been given to us. Mrs. Lewis goes over in detail what we predict our outcomes will be with the revision. Commission Deutsch asks how we come up with some of the outcomes. Mrs. Lewis states that we utilize what we are currently doing together with what we were at during previous years.

Phil Wickstrom motions to approve Application and Modification. Stephen R. Deutsch seconds motion. All in favor. No opposed. 2013-2014 Liheap Application and 2012-2013 CSBG Modification approved.

5. Roles and Responsibilities Training

Mrs. Lewis passes out the PowerPoint Presentation regarding the Roles and Responsibilities of the CAAAB. She informs the Board of their purpose, goals, roles, responsibilities, evaluations and Results Oriented Management and Accountability(ROMA). Emily states that the board is also here to help participate in development of the community in long-term self-sufficiency.

6. Department Update/Staffing Changes

Emily Lewis discusses the LIHEAP Policy change recommended from the Human Services Department with regards to Crisis Benefits. Ms. Lewis informs the Board on what is exactly considered a Crisis and explains what the department had in place and what they have decided to change to ensure the funding lasts throughout the entire year while assisting as many clients as we can with the funding that has been allotted for the LIHEAP Program. Ms. Lewis states that we recommend going to only a one time a year crisis benefit instead of two and that our department change the policy to dictate that instead of assisting our priority population to children under the age of 5, we assist low-income families as a priority population whom has a minor child in the home which would include any child under the age of 18. Commission Deutsch asks what type of impact we foresee having on our community members. Emily responds that we are spending the funding on a prescribed plan and that we want to ensure our clients have funding throughout the entire year instead of running out of money before the contract year is up. Commissioner Deutsch motions to approve the LIHEAP Policy Change. Alleen Miller seconds for discussion. Michael Haymans asks how many people in this community are abusing the crisis benefit. Ms. Lewis responds that if we do not have any funding, then we as an

organization have an obligation to assist the client to get funding, i.e., refer them to another organization within the community that will assist them with their utility expense or even contact another local organization to find out if they have funding and give them the information they need to get the process started to help the client. Mrs. Blackwell-Hussy states that there is a referral network in this community and is it a fix all, no, but they are working on strengthening those services with an increased case management and a more effective approach to intake. Mr. Haymans states that he worries about taking away a benefit from a family to state that they are only allowed one crisis benefit per year. Jessica Ralston responds that with this policy change, it is only taking away one benefit, but that the clients are eligible for potentially two benefits in a years' time, i.e., a one-time per year Home Energy Assistance Benefit and a one-time per year Crisis Benefit, so the clients are still eligible depending on eligibility for two benefits a year, not three. Kim Gaut asks that if we are going to be changing policies to only assist clients with at least one minor child, are other organizations within the community going to follow those changes. Ms. Gaut continues to say that it seems that when federal dollars are being cut, then we start cutting our resources to help these clients. What about the two person household that does not have a minor child nor a senior in the home but needs assistance, will we not help those clients. Emily Lewis responds that our policies are actually much more lenient than other counties and although it is a reduction in services we as a department received a significant reduction in funding which lead us to make some changes to ensure that we serve our residents in the county given those reductions in funding. Changes to policy approved. All agree, no opposed.

Emily Lewis discusses with the Board the other policy change that our department recommends to modify. Mrs. Lewis states it is our Family Self-Sufficiency Childcare Scholarship Guidelines Policy that needs addressed. Mrs. Lewis states that we are recommending that instead of only one household member be at a minimum working or attending school in a full-time or part-time capacity, we are recommending that all household adults in the home be employed or attending school in a full-time or part-time capacity. Carrie Blackwell-Hussey asks is the reasoning for this change due to lack of funding. Dee Rutko informs the board that even in their programs either parents or all adults in the home have to participate in either working or going to school in order to be eligible for their programs. Ms. Blackwell-Hussey states that she is concerned with making a policy change based on the exception not the rule. Carrie continues to state that because a couple people abuse the policy that we should not make a unilateral rule across the board because of it and she does not feel that would be the right approach. Carrie states that just like the Early Learning Coalition making changes to their policy that all adults must be working or both parents need to be in school before they can qualify for any child care assistance, what if the parent is actively looking for work how those people get help. Ms. Blackwell-Hussey also states that transportation is a major concern if you are working or in school. Mrs. Lewis responds that this program is a multi-faced program in that we not only assist with childcare, we assist with Transportation, rent, budgets, etc... Phil Wickstrom asks what if a person was disabled or incapacitated. Mrs. Lewis responds that we have an exception policy in place for circumstances such as that. Emily says that the case manager would write an exception request down and with a supervisor's approval, they can then receive the childcare needed. Michael Hayman asks how long does this type of process take. Mrs. Lewis responds that it could be within a day or even hours. Michael Haymans then asks what criteria does the case manager apply in the policy exception work up, is it arbitrary or is there criteria that she has to apply. Mr.

Haymans states that it could be completely subjective based on the case worker. Mrs. Lewis states that we can revisit this policy change at the next meeting and we can go over the requirements for the exception policy etc... Mr. Haymans, Stephen Deutsch, Carrie Blackwell-Hussey and Phil Wickstrom states that with a few changes to the wording in the policy can ensure these policies are objective instead of subjective. Mr. Wickstrom asks if there is an appeal process in place in for the families. Mrs. Lewis responds, yes, there is an appeal process. FSSP Policy change will be looked at next meeting or by the Program Committee at a later date.

Emily Lewis also informs the Board on the latest Budget discussions and decisions and that have recently transpired.

Emily Lewis informs the Board of the recent change to our department which include one person retiring, one person becoming full-time based on that retirement and one person that was able to be hired on as a contract employee to assist with LIHEAP applications and outreach.

Mrs. Lewis informs the Board that there is a vacancy on this Board for representative of the Private Sector. Michael Haymans and Carrie Blackwell-Hussey recommend that Diane Munson be representative. They discuss her affiliations with organizations within the community and decide that we will contact her to find out if she may be interested and if so, ensure her affiliation matches our By-Laws which then will need to be approved by the County Commissioners.

7. Review of Demographics and Selection of Target Areas of Services

Emily Lewis shows the Board the demographics map that reflects the low-income sector of the community together with the race of those low-income individuals based on the 2010 Census. Emily also requests that the board look at the demographics and make a decision to establish the areas of focus need to change or if we should keep our focus areas the same. i.e., Charlotte Harbor, Port Charlotte-Parkside area, City of Punta Gorda, Englewood-West county area. Board discusses the results from the demographics shown on the map. Board discusses their opinions and agrees to separate to keep all the areas the same but also include El Jobean as its own section. Board adds an additional demographic to include El Jobean.

8. Public Comments – Limited to 3 Minutes Each

None.

9. Member's Comments

Dee Rutko informs Board of the Paychecks for Patriots will be coming up next month and passes out flyer to reflect date of 5/10/13 and times from 10am-2pm together with what employers will be involved in the event.

10. Adjournment

Michael P. Haymans adjourns meeting at 3:54pm.

Respectfully Submitted,

A handwritten signature in purple ink, appearing to read "Jessica R. Hulst". The signature is fluid and cursive, with a large initial 'J' and a stylized 'H'.

Recording Secretary